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Memorandum

RMS M 64-127

TO : Chief, Records Administration Staff

DATE: 1 July 1964

FROM : Chief, OC-Records Management Staff

SUBJECT: [REDACTED] Records Control Schedule,
Number 50.02-60: Amendment

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1. Item 57 of the subject Records Control Schedule requires that Class A Accounting Vouchers for financial transactions, and Property Accounting Vouchers be transferred to the Finance Division upon completion of audit, for further processing and retirement to the Agency Records Center. These disposition requirements place a workload on the Finance Division, which are considered unnecessary because of the proximity of these records to the Records Center [REDACTED]

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2. In view of the above, it is recommended that the disposition instructions for the above records be changed to read as follows:

<u>ITEM NUMBER</u>	<u>FILES IDENTIFICATION</u>	<u>DISPOSITION INSTRUCTIONS</u>
57	VOUCHER FILES	Permanent. Transfer to Records Center upon completion of audit.

3. If the above amendment to the subject Records Control Schedule is approved, appropriate steps will be taken to move the respective records directly to the Agency Records Center, bypassing the Office of Finance.

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CONCUR:

APPROVAL

Distribution:

✓ Orig. & 1 - Addressee

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